

BHHF PROPOSAL TEMPLATE

PROPOSAL TITLE

REQUESTED TIME FRAME FOR PROPOSAL

 through

Proposal Guidance/Instructions

**West Virginia Department of Health and Human Resources
Bureau for Behavioral Health and Health Facilities
350 Capital Street, Room 350
Charleston, WV 25301-3702**

Proposal Instructions

The proposal must be prepared using this template for submitting the proposal. Please provide the information requested in the “text box” space provided on the template.

All elements of Section Four must be addressed and must be no longer than 8 pages in length; the entire proposal should not exceed 12 pages. This does not include the required budget documents. Any partners who have committed to the proposal may be listed on a single sheet as an attachment and will not count toward page limits set forth herein. Please list full partner information including agency name, address, phone, authorized contact person and email address. Include any applicable Memoranda of Agreement (and/or list of intended Memoranda of Agreement).

The following is a guide for submitting a Proposal to the Bureau for Behavioral Health and Health Facilities which includes program, administrative and fiscal requirements. Please send electronically by email to: DHHR.BHHF.Grants@wv.gov. Notification that the proposal was received will follow. Paper copies of proposals will not be accepted. It is the sole responsibility of the applicant to ensure that the proposal has been received.

Proposals will be reviewed by the Proposal Review committee, appropriate program and fiscal staff of BHHF. Priority will be given to proposals that address individuals who have a diagnosis of mental illness, substance abuse, developmental delay, or a co-occurring disorder and who are at risk for psychiatric inpatient admission, other residential or out of home placement. Funding decisions will be based solely on availability of funds and the applicability of the proposal to assist in fulfilling the Mission, Vision and Values of the Bureau. The Bureau’s Mission, Vision and Values are located at <http://www.wvdhhr.org/bhhf/>.

Section One: Introduction

Name the Organization applying of the Proposal:

Mailing Address:

Physical Address (if different from Mailing Address):

Name of Authorized Contact Person:

Telephone Number(s) for Authorized Contact Person:

E-Mail for Contact Person:

Fax Number for Contact Person:

Current BHHF grantee: ☐ Yes ☐ No

Section Two: Overview, Background and Need for the Proposed Project

Brief Overview and Purpose for the Proposed Project:

Pertinent Background Information Regarding the Proposed Project:

Demonstrated Need for the Proposed Project:

Target Population:

Geographic area to be served:

Anticipated Number of Individuals to be served: ☐ duplicated ☐ unduplicated

Section Three: Goals and Objectives for the Proposed Project

List Goals/Measurable Objectives for the Proposed Project:

Section Four: Implementation Plan – Capacity of Organization to Implement Proposed Project

Proposal Outline – Proposals must include the following:

- I. **Description of applicant organization:** (Describe the organization, its mission, history, and evidence of capability to achieve proposed goals.)
- II. **Description of area(s) to be served (Include hours of Operation, if applicable):**
- III. **Detailed program description:**
- IV. **Detailed proposed Service/Activities/Product Components:**

**Section Five:
Outputs/Performance Measures**

Describe how each Goals and Objective listed in Section Three will be quantified/measured:

**Section Six:
Budget and Sustainability Information**

Include a proposed Target funding budget with all line item details. (Form is available on website listed below)

Along with the Targeted Funding Budget, all Unsolicited Proposals must contain a detailed narrative explaining and justifying the expenditures by individual budget category. The budget narrative should include the dollar amounts and how the dollar amounts were derived. Each budgeted line item on the Targeted Funding Budget form should be clearly identified and have a corresponding budget narrative.

Describe any committed, potential for other funds or in kind support that supports sustainability of the proposed project. Provide in narrative format.

Forms can be located at the following website:
<http://www.wvdhhr.org/bhhf/resources.asp>